

☐ Check this box if you are resubmitting this staff appointment request

# L-10 Testing Center Staff Appointment

Dedicated FAX number for this form: (202) 464-4853

**GED Testing Service**  
of the American Council on Education  
One Dupont Circle, NW, Suite 250  
Washington, DC 20036  
(202) 939-9490

## Examiner Information

Date:      /      /       
mm dd yyyy

GEDTS Use Only - Date Received:      /      /       
mm dd yyyy

I recommend that ☐ Mrs. ☐ Ms. ☐ Mr. ☐ Dr.

Last Name:                                     

First Name:                                     

Be authorized to serve as (check one): ☐ Chief Examiner / TCO ☐ Examiner / ALTCO

at the following Official GED Testing Center

Center ID Number:                                     

Center Name:                                     

Address:                                     

City:                                     

State/Province/Territory:                                     

Zip/Postal Code:                                     

Email:                                     

Phone Number: (      )      -      FAX Number: (      )      -

## Reason for Request

☐ The candidate is replacing:                                     

☐ The candidate is an addition to current staff

The candidate meets or exceeds the qualifications necessary to perform the duties as outlined in the GED Examiner's Manual.

☐ Holds Bachelor's degree OR

☐ if Examiner holds Associates's degree or higher, must have three years experience in testing, teaching, training or counseling

☐ Is not involved in instruction or preparation for the GED Tests

☐ In-service training of the new staff member has been completed. Training Date:      /      /       
mm dd yyyy

Name of Trainer:                                     

Title:                                     

☐ In-service training of the new staff member has been scheduled. Scheduled Training Date:      /      /       
mm dd yyyy

Name of Trainer:                                     

Title:                                     

## GED Administrator

This appointment has been approved by this office.

Signature of GED Administrator                                     

Jurisdiction